



Rogers Fire Department Standard Operating Procedures

Policy Title: Internal Disaster Management
Policy Number: 201 **Volume:** Field Operations
Approved By: Tom Jenkins **Last Updated:** April 2014
CFAI Reference: 5H.4 **CAAS Reference:** N/A
Revision Summary: Created – June 2011
Formatted – May 2012
Updated – December 2012 (Level Changes)
Updated – April 2014 (Level Assignment Changes)

PURPOSE

The objective of the internal disaster plan is to mobilize the resources of the entire Rogers Fire Department to an elevated level when circumstances require a commitment beyond normal capabilities. The activation of this plan will cause the fire department to upgrade staff and operations functions to facilitate the management of numerous needs during times of major disaster.

POLICY

Disaster Types

The City of Rogers is susceptible to several types of disasters that pose a potential and historical risk to the city. Those identified hazards are:

Tornados	Lightning	Wind Storms
Extreme Heat	Earthquakes	Floods
Dam Failures	Severe Winter Storms	Expansive Soils
Urban Fires	Wildfires	Transportation Haz-Mat
Fixed Site Haz-Mat	Hail	Drought

This policy is not applicable to all the disaster types listed above. Hazardous materials incidents and fires are typically managed through other policies. This policy is applicable to those disasters that are uncommon, sometimes predictable due to weather forecasting, or long-term in recovery.

Disaster Status Activation

Disasters and major events will occur and affect Rogers in various ways. In order for the RFD to activate "disaster status", the City Shift Commander, Deputy Chief of Field Operations (DFC-FOD) and Fire Chief must endorse the activation.

Disaster status will, in some cases, drastically change the method of response and should only be used in extreme circumstances.

The general categories of situations that would cause the activation of “disaster status”:

- One major incident affecting portions of the city (ie: tornado with widespread damage)
- Two or more working incidents causing a high demand for resources at different locations (ie: flooding in different low-lying areas of the city)
- Numerous small simultaneous incidents causing a peak demand on the entire system (ie: ice and snow event causing power line problems and transformer fires)

It will be incumbent upon the Fire Chief and DFC-FOD to decide which level of disaster activation to utilize. The levels are presented as a scripted way to distribute manpower in order to accomplish the tasks necessary to manage the disaster and maintain a state of readiness for normal emergencies that may occur in the city.

Disaster Activation Levels and Procedures

Level 1 – Localized Disaster Activation

- Callback of seven (7) firefighters to augment existing companies or staff other companies.
- Optionally, the callback of one (1) member of command staff (preferably a Battalion Chief) to staff the dispatch center and assist with information gathering and decision making. They will be briefed by the Fire Chief, or designee, to help make uniform judgments on dispatch operations. This individual shall have the authority to:
 - Reduce initial assignments to fire alarms, motor vehicle accidents and other call types on a case-by-case basis
 - Refuse the response of the fire department to calls with no obvious hazards. This officer should attempt to handle this circumstance by actually talking to the reporting party and explaining the situation. Examples would be lines arching when the entire city is having the problem.
 - Automatically dispatch mutual aid to areas that will have longer than normal response times by RFD apparatus.

Level 2 – Significant Disaster Activation

- All Level 1 actions, with the addition of eight (8) additional firefighters. The *optional* callback of a member of command staff to staff the dispatch center in a Level 1 activation becomes *mandatory* under this level of activation.

Level 3 – Major Disaster Activation

- Complete activation of all off-duty staff. At full staffing, all available apparatus should be staffed with senior company officers and Battalion Chiefs prepared to assist as part of a Incident Management Teams or as part of the city's emergency operations effort. Efforts should be made to place a senior level RFD representative at the following locations:
 - Benton County Emergency Operations Center
 - City Hall or designated City Executive Staff location
 - Three (3) at the Rogers Dispatch Center
 - Two (2) at the Central Fire Station

At this level of activation it becomes imperative to rotate work crews and command staff to ensure constant availability and decision-making capacity.

Disaster Management and Planning

During internal disasters, an effort will be made to organize, deploy, and constantly prepare RFD resources. A command staff officer will manage this effort and shall be responsible for the following functions:

1. Analyze the emergency situation
2. Determine what fire department and other department resources are needed for the emergency
3. Place additional apparatus in service as deemed necessary
4. Recall appropriate personnel resources as necessary
5. Make fire department policy regarding the departments response and management of the emergency
6. Prioritize response and resources as necessary

During disaster conditions, the fire department will attend daily briefing in the Benton County or City of Rogers EOC and hold two internal meetings each day for all personnel on duty. The first meeting will be held at 0700hrs to plan for the operational period occurring from 0800-2000hrs. The second meeting will be held at 1600hrs to plan for the operational period occurring from 2000-0800hrs. Planning meetings will be coordinated with the city's emergency management effort.

Recall of Off-Duty Personnel

When a determination is made that the situation requires the recall of off-duty personnel, this request will be directed to the Rogers Central Dispatch Center. If at all possible, personnel should be contacted by on-duty firefighters to alleviate the burden placed on dispatchers.

The recalling of off-duty firefighting personnel will be accomplished by telephone contact with the employee. A list of employees by rank and shift shall be

maintained in all fire stations, Emergency Operations Center, and Dispatch Center.

Those personnel of the shift last relieved prior to incident will be the first recalled. The second to be recalled would be personnel from the shift due to relieve the on-duty shift.